



Topsfield Finance Committee
Minutes to the Meetings
June 23, 2014

- I. **Call to Order**: Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Daniel Shugrue, Dana Warren and Jon Guido present. Selectman Richard Gandt and Eric Menzer were also present.
- II. **Goodbyes**: Paul Dierze and Daniel Shugrue have fulfilled their terms on the Finance Committee and will not be returning. Recording Secretary Meagan Ginley has resigned.
- III. **Minutes**: A motion to accept the April 28, 2014 minutes was made by Paul Dierze, seconded by Daniel Shugrue, voted in favor 6-0. A motion to accept the May 6, 2014 minutes of the Joint Meeting of the Board of Selectmen and Finance Committee was made by Dana Warren, seconded by Paul Dierze, voted in favor 6-0.
- IV. **Summer Committee and Authorization of the Chair**: A motion was made by Jon Guido to grant Mark Lyons the authority to act as Summer Chair of the Finance Committee from July 1, 2014 until the Committee reorganizes at its September meeting, seconded by Dana Shugrue, voted in favor 6-0.
- V. **September Reorganization Meeting Schedule**: The FY2016 Finance Committee Reorganization meeting will be held on September 22, 2014 at 7:00 PM at Proctor School.
- VI. **Reserve Fund Transfer Requests**:
 - Treasurer/Collector**: A motion was made by Paul Dierze to approve a Reserve Fund Transfer Request to the 14502-51140 Clerical Wage Part-Time account in the amount of \$2,727.00 subject to the depletion of Article 25 of the 2013 ATM due to vacation accrual benefits for an employee resignation. The motion was seconded by Jon Guido, voted in favor 6-0.
 - Police Department**: The Police Department indicated there may be a need for additional funding to cover unanticipated RECC expenses, training, and injured officer expenses. Since these unanticipated expenses have not yet occurred, they do not meet the criteria for a Reserve Fund Transfer at this time. A motion to disapprove a Reserve Fund Transfer Request was made by Paul Dierze, seconded by Daniel Shugrue, voted in favor 6-0.
 - Fire Department**: A motion was made by Heidi Bond to approve a Reserve Fund Transfer Request to the 22002-51150 Wages Call Firefighters account in the amount of \$9,000.00, due to the unforeseen extended illness of a firefighter, extended emergency calls and the unanticipated search for a missing person. The motion was seconded by Dana Warren, voted in favor 6-0.

Highway Department: A motion was made by Paul Dierze to approve a Reserve Fund Transfer Request to the 42405-52400 Highway Other Building Maintenance account in the amount of \$7,800.00, due to unanticipated barn doors to the salt shed in danger of falling off. The motion was seconded by Dana Warren, voted in favor 6-0. A motion was made by Dana Warren to approve a Reserve Fund Transfer Request to the 42405-52100 Street Lights Other account in the amount of \$750.00, due to increased costs from National Grid which occurred after the budget process. The motion was seconded by Paul Dierze, voted in favor 6-0.

Water Department: A motion was made by Paul Dierze to approve a Water Enterprise Reserve Fund Transfer Request to the Other portion of the operating budget, excluding System Maintenance, emergency in the amount of \$35,000.00, for the following unforeseen expenses: roof and door replacement at the Garden Street control house, pump station heater repair, vehicle repairs beyond normal maintenance, water treatment plant public education, manganese public education, meter replacements and new construction, additional brass purchases due to new regulations, obsolete Windows 95 replacements, and replacement of pipe tracer. The motion was seconded by Dana Warren, voted in favor 6-0.

VII. Adjourn: A motion was made by Paul Dierze to adjourn at 8:15 PM, seconded by Dan Shugrue, voted in favor 6-0.

Respectfully submitted,

Heidi Bond